

-KHRIS Self-Service Center- Employee & Manager Self-Service Demonstration

Welcome to the KHRIS Self-Service Center! The following is a high-level demonstration that provides a sneak-peek of what is coming at Go-Live for employees through Employee Self-Service (ESS) and for managers through Manager Self-Service (MSS). The purpose is to provide an overview.

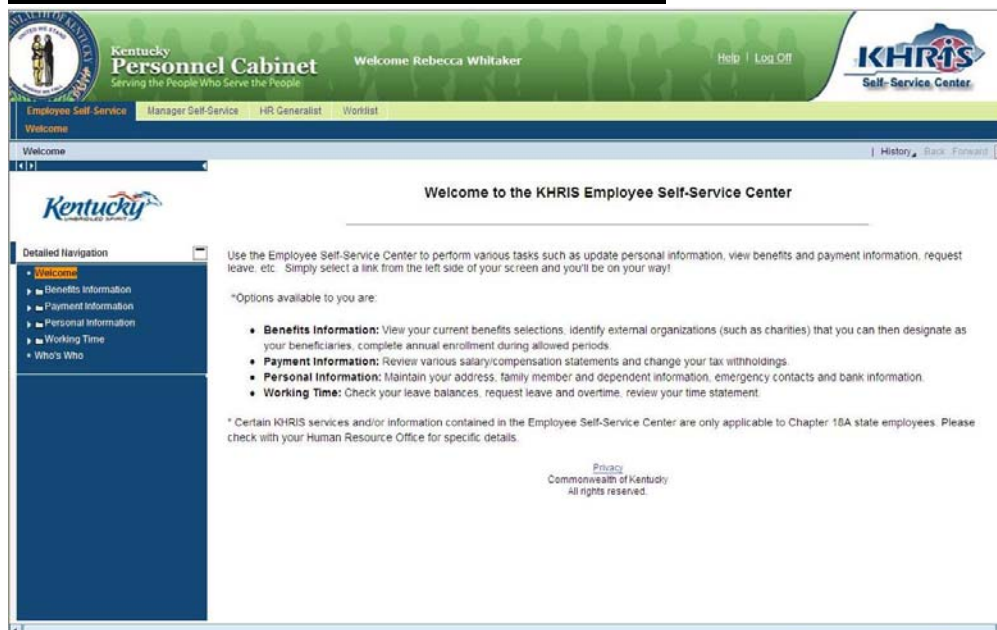
Accessing the KHRIS Self-Service Center:



The login screen features a blue header with the word "Welcome" in white. Below this is a white login box containing two input fields: "User ID *" and "Password *", followed by a "Log on" button. To the left of the login box is the Kentucky state logo with the text "Kentucky UNBROKEN SPIRIT". To the right is the KHRIS logo with the text "Kentucky Human Resource Information System" and "Connecting the Commonwealth". At the bottom, a copyright notice reads "Copyright © 2011 Commonwealth of Kentucky. All rights reserved."

Enter your user ID and password and click [Log on]. Upon your first log on and then every January, you will be required to review and accept the terms of the user agreement (not shown).

Welcome to the KHRIS Self-Service Center:



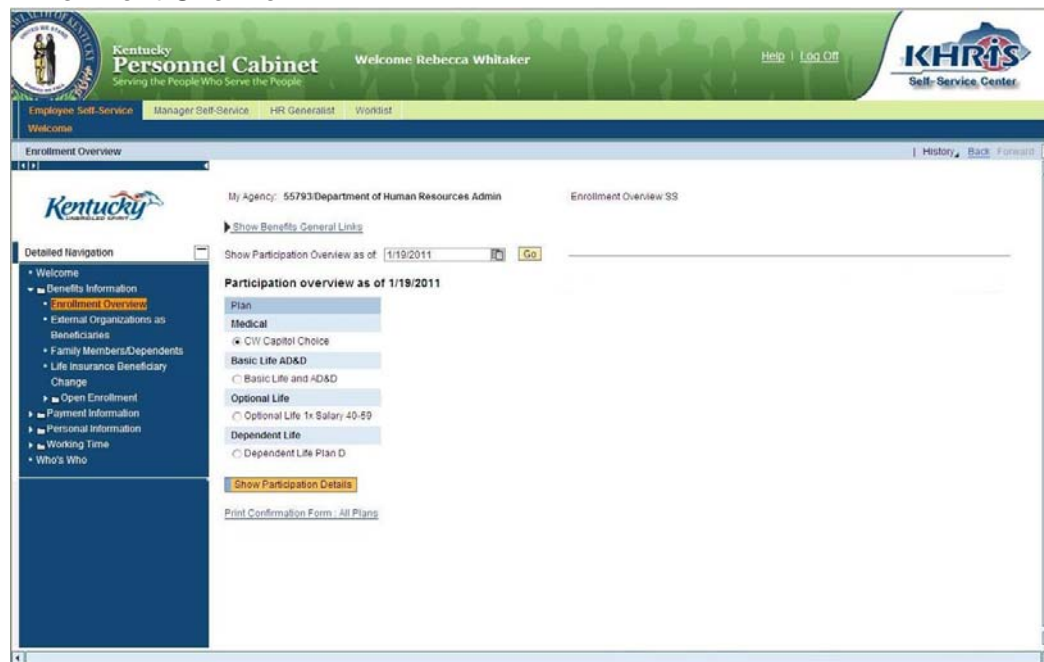
The main interface has a green header bar with the Kentucky Personnel Cabinet logo on the left, the text "Welcome Rebecca Whitaker" in the center, and "Help | Log Off" on the right. Below the header is a navigation bar with tabs: "Employee Self-Service" (selected), "Manager Self-Service", "HR Generalist", and "Worklist". The main content area has a blue sidebar on the left with a "Detailed Navigation" menu containing links like "Welcome", "Benefits Information", "Payment Information", "Personal Information", "Working Time", and "Who's Who". The main content area displays a "Welcome to the KHRIS Employee Self-Service Center" message, followed by instructions on how to use the system and a list of available options: "Benefits Information", "Payment Information", "Personal Information", and "Working Time". A disclaimer at the bottom states that certain services are only applicable to Chapter 18A state employees.

Upon logging in, Commonwealth paid employees will default to the Employee Self-Service tab/screen. If you wish to perform other functions, select a different tab, shown on the left. (Tabs shown upon log on will be dependent upon the role you have been assigned.)

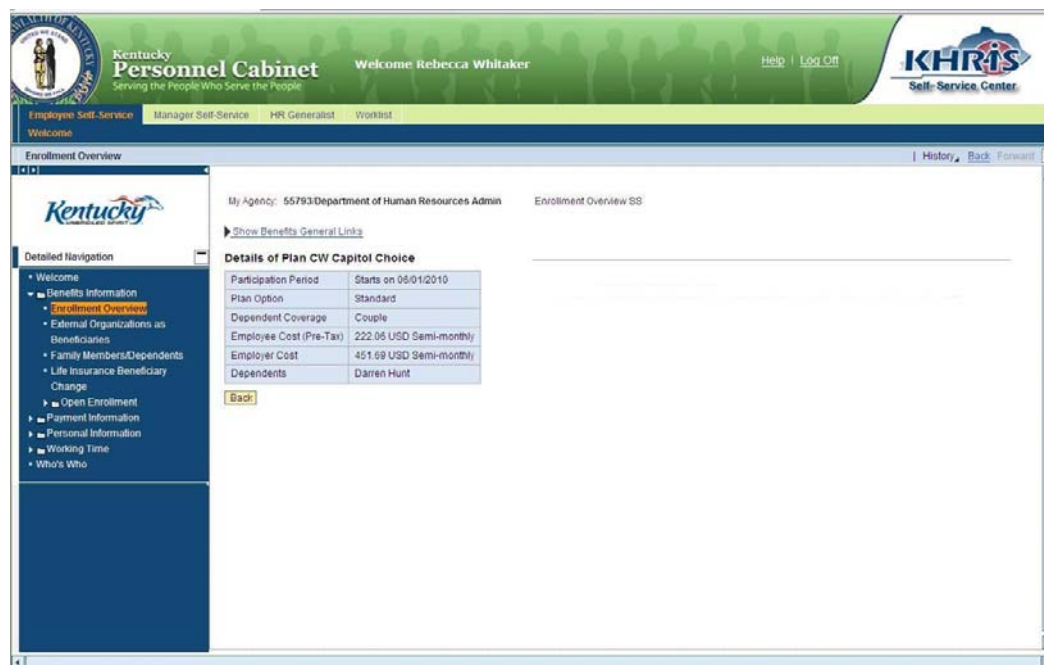
Employee Self-Service:

Available functions are listed on the left side of the screen. Click on the arrow to the left of the 'folder', such as [Benefits Information] and a list of available functions/tasks will appear below.

Benefits- Enrollment Overview:



The screenshot shows the KHRIS Employee Self-Service interface. The header includes the Kentucky Personnel Cabinet logo, the user's name (Rebecca Whitaker), and navigation links (Help, Log Off). The main content area is titled "Enrollment Overview" and displays the user's agency (55793/Department of Human Resources Admin). A "Show Benefits General Links" button is visible. Below this, a "Participation overview as of 1/19/2011" section lists various benefit options with checkboxes: Plan, Medical, CW Capitol Choice, Basic Life AD&D, Basic Life and AD&D, Optional Life, Optional Life 1x Salary 40-60, Dependent Life, and Dependent Life Plan D. A "Show Participation Details" button is located at the bottom of this section. The left sidebar contains a "Detailed Navigation" menu with options like Welcome, Benefits Information, Enrollment Overview, External Organizations as Beneficiaries, Family Members/Dependents, Life Insurance Beneficiary Change, Open Enrollment, Payment Information, Personal Information, Working Time, and Who's Who.

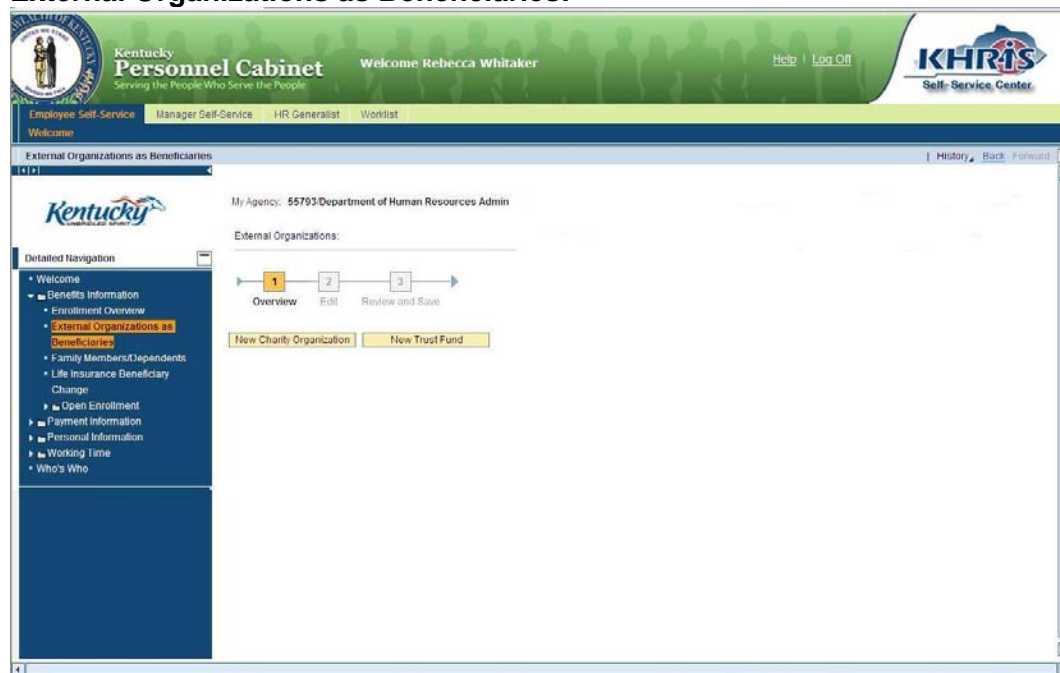


This screenshot shows the same KHRIS interface, but with the "Details of Plan CW Capitol Choice" section expanded. It displays a table with the following information:

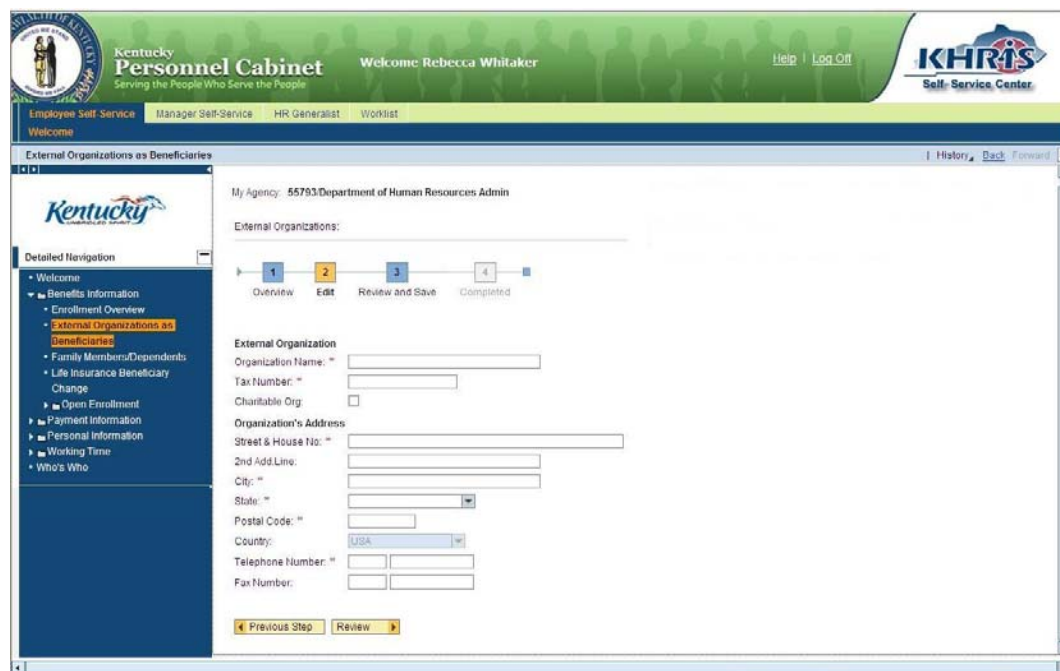
Participation Period	Starts on 06/01/2010
Plan Option	Standard
Dependent Coverage	Couple
Employee Cost (Pre-Tax)	222.95 USD Semi-monthly
Employer Cost	451.69 USD Semi-monthly
Dependents	Darren Hunt

A "Back" button is located below the table. The rest of the interface, including the header and navigation menu, remains the same as in the previous screenshot.

External Organizations as Beneficiaries:



This screenshot shows the 'External Organizations as Beneficiaries' page in the KHRIS system. The page is part of the 'Kentucky Personnel Cabinet' and is titled 'Welcome Rebecca Whitaker'. The user is logged in as '55793:Department of Human Resources Admin'. The page displays a progress bar with three steps: 1. Overview (active), 2. Edit, and 3. Review and Save. Below the progress bar, there are two buttons: 'New Charity Organization' and 'New Trust Fund'. The left sidebar contains a 'Detailed Navigation' menu with options like 'Welcome', 'Benefits Information', 'Enrollment Overview', 'External Organizations as Beneficiaries' (highlighted), 'Family Members/Dependents', 'Life Insurance Beneficiary Change', 'Open Enrollment', 'Payment Information', 'Personal Information', 'Working Time', and 'Who's Who'.



This screenshot shows the 'External Organizations as Beneficiaries' page in the KHRIS system, specifically the 'Edit' step. The progress bar now shows four steps: 1. Overview, 2. Edit (active), 3. Review and Save, and 4. Completed. The 'External Organization' section contains the following form fields:

- Organization Name: *
- Tax Number: **
- Charitable Org: ☐
- Organization's Address:
 - Street & House No. *
 - 2nd Add Line:
 - City: **
 - State: ** (dropdown menu)
 - Postal Code: **
 - Country: USA (dropdown menu)
 - Telephone Number: **
 - Fax Number:

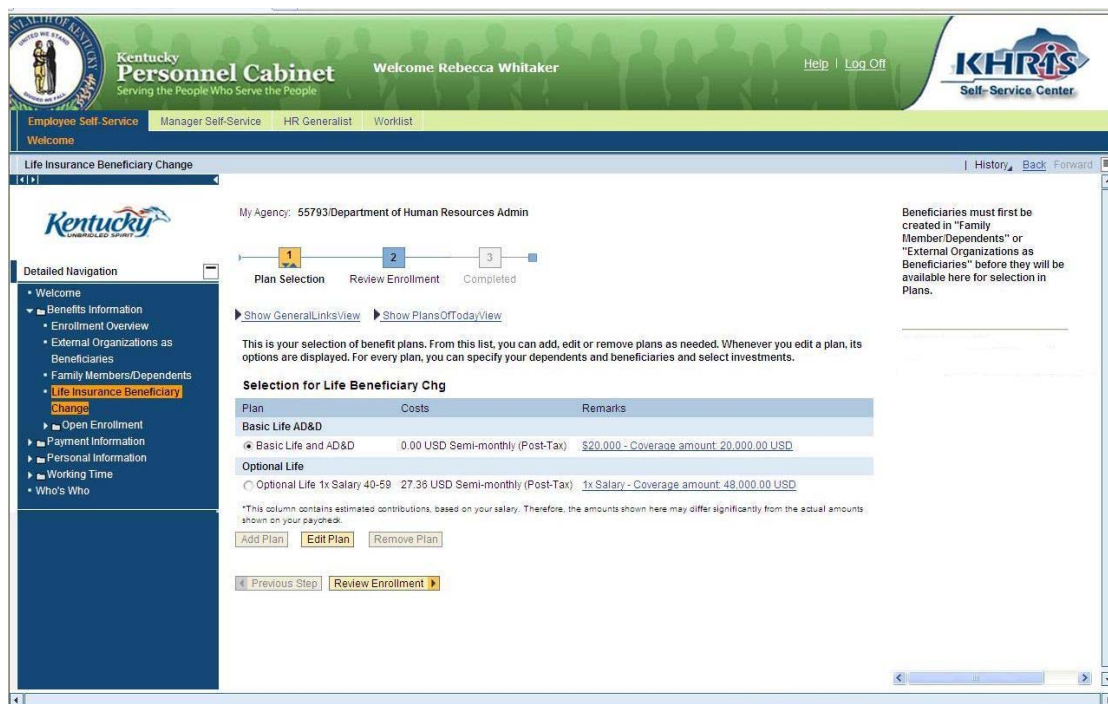
At the bottom of the form, there are two buttons: 'Previous Step' and 'Review'.

If you wish to designate *non*-family life insurance beneficiaries (such as a church, charity, or other organization) you can do so here.

Family Members/Dependents:

This is the same screen as shown under [Personal Information]. Any information entered here will also be seen under that screen.

Life Insurance Beneficiary Change:



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Welcome Rebecca Whitaker

Help | Log Off

Employee Self-Service | Manager Self-Service | HR Generalist | Worklist

Life Insurance Beneficiary Change

My Agency: 55793/Department of Human Resources Admin

1 Plan Selection | 2 Review Enrollment | 3 Completed

[Show GeneralLinksView](#) | [Show PlansOfTodayView](#)

This is your selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, its options are displayed. For every plan, you can specify your dependents and beneficiaries and select investments.

Selection for Life Beneficiary Chg

Plan	Costs	Remarks
Basic Life AD&D		
<input checked="" type="radio"/> Basic Life and AD&D	0.00 USD Semi-monthly (Post-Tax)	\$20,000 - Coverage amount: 20,000.00 USD
Optional Life		
<input type="radio"/> Optional Life 1x Salary 40-59	27.36 USD Semi-monthly (Post-Tax)	1x Salary - Coverage amount: 48,000.00 USD

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

[Add Plan](#) | [Edit Plan](#) | [Remove Plan](#)

[Previous Step](#) | [Review Enrollment](#)

Beneficiaries must first be created in "Family Member/Dependents" or "External Organizations as Beneficiaries" before they will be available here for selection in Plans.

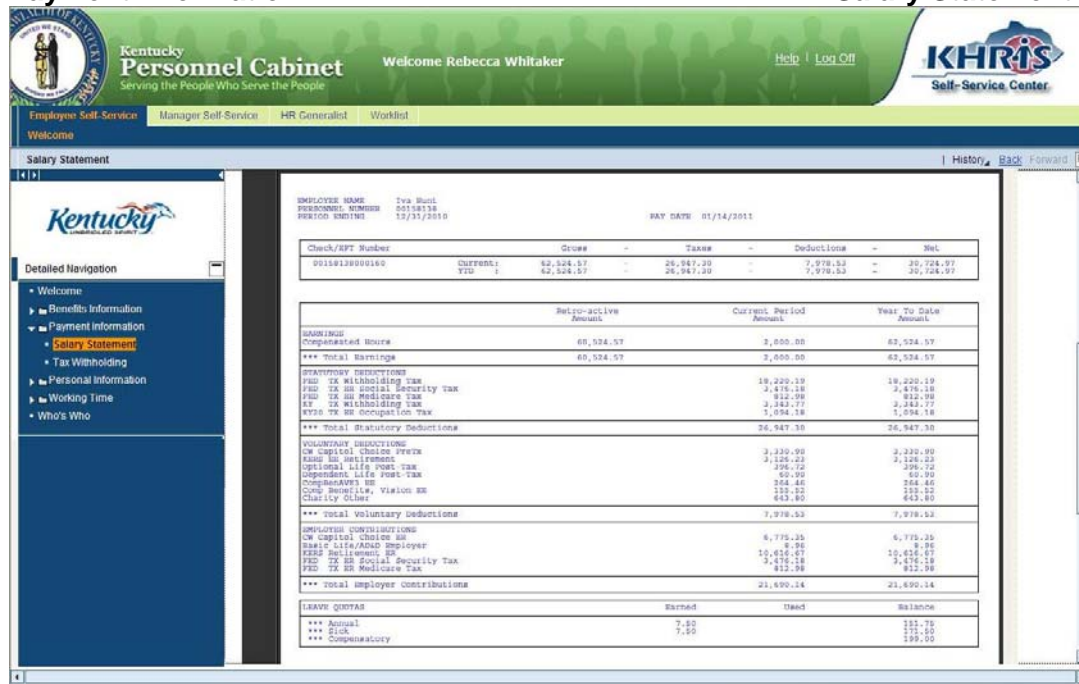
As explained above, you must first enter family members/dependents and beneficiaries on the above screen, but once you do so you will come here to actually attach them to your plan.

Open Enrollment: This link will only be available during open enrollment.

New Hire Enrollment: This link will only be available for a limited amount of time after an employee is hired.

Payment Information-

Salary Statement:



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Help | Log Off

KHRIS
Self-Service Center

Employee Self-Service | Manager Self-Service | HR Generalist | Worklist

Welcome

Salary Statement

History | Back | Forward

Kentucky

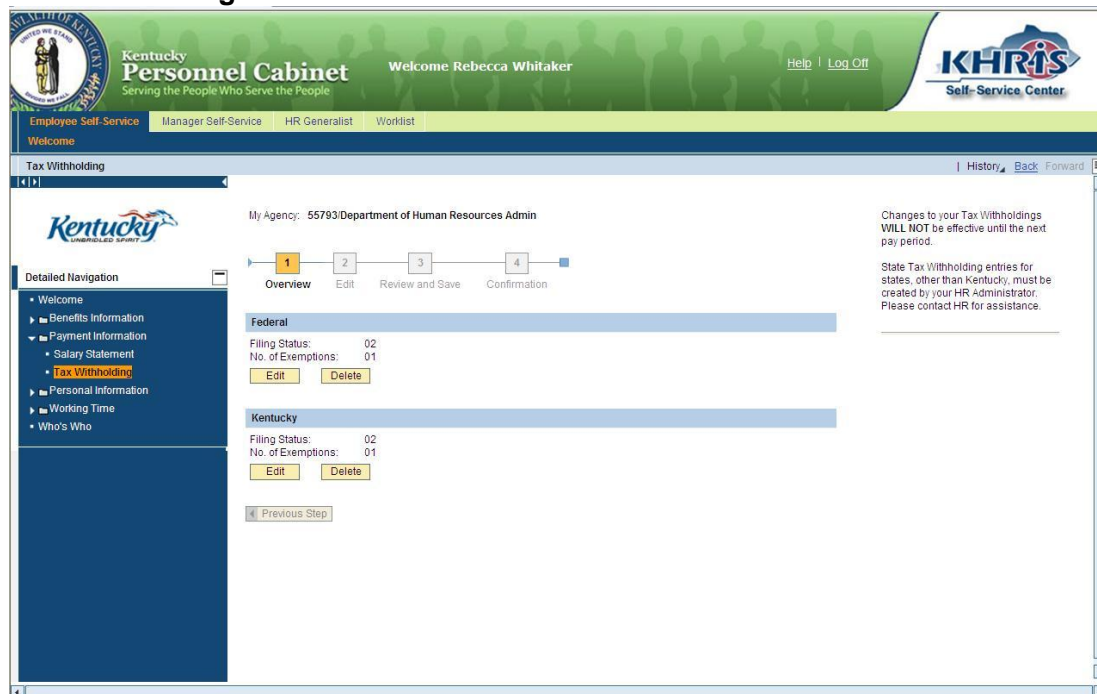
EMPLOYEE NAME: Iva Hunt
PERSONNEL NUMBER: 00158134
PAY PERIOD: 12/31/2010
PAY DATE: 01/14/2011

Check/EST Number	Gross	Taxes	Deductions	Net
00158134000000	62,524.57	26,947.20	7,978.53	30,724.97
CURRENT: YTD	62,524.57	26,947.20	7,978.53	30,724.97

	Recur-active Amount	Current Period Amount	Year To Date Amount
EARNINGS			
Compensated Hours	60,524.57	2,000.00	62,524.57
*** Total Earnings	60,524.57	2,000.00	62,524.57
STATUTORY DEDUCTIONS			
FED TX Withholding Tax		19,220.19	19,220.19
FED TX SS Social Security Tax		4,876.18	4,876.18
FED TX SS Medicare Tax		2,122.99	2,122.99
KT TX Withholding Tax		2,383.77	2,383.77
KY20 TX SR Occupation Tax		1,094.18	1,094.18
*** Total Statutory Deductions		26,947.20	26,947.20
VOLUNTARY DEDUCTIONS			
UK Capital Choice PFTR	2,220.00	2,220.00	2,220.00
KIND SS Retirement	3,126.23	3,126.23	3,126.23
Optional Life Post-Tax	396.12	396.12	396.12
Dependent Life Post-Tax	60.00	60.00	60.00
Commuters RR	364.40	364.40	364.40
Comp Health, Vision RR	133.82	133.82	133.82
Charity Other	643.80	643.80	643.80
*** Total Voluntary Deductions	7,978.53	7,978.53	7,978.53
EMPLOYEE CONTRIBUTIONS			
UK Capital Choice RR	4,775.25	4,775.25	4,775.25
Basic Life/AD&D Employer	0.00	0.00	0.00
FEDS Retirement RR	10,416.87	10,416.87	10,416.87
FED TX SS Social Security Tax	3,476.18	3,476.18	3,476.18
FED TX SS Medicare Tax	812.99	812.99	812.99
*** Total Employee Contributions	21,690.14	21,690.14	21,690.14
LEAVE QUOTAS	Earned	Used	Balance
*** Annual	7.00		121.75
*** Sick	7.00		171.60
*** Compensatory			199.00

This screen shows a check stub. Here, you can access your current and past statements as well as save and copy them. If you click on [Overview] it will also provide you a list of your most recent payments showing the gross and net earnings of each. FYI: Direct deposit users will have the option of discontinuing their receipt of paper check stubs through the [Bank Information for Direct Deposit] screen and can use this statement instead.

Tax Withholding:



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Help | Log Off

KHRIS
Self-Service Center

Employee Self-Service | Manager Self-Service | HR Generalist | Worklist

Welcome

Tax Withholding

History | Back | Forward

Kentucky

My Agency: 55793/Department of Human Resources Admin

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Federal

Filing Status: 02
No. of Exemptions: 01
[Edit] [Delete]

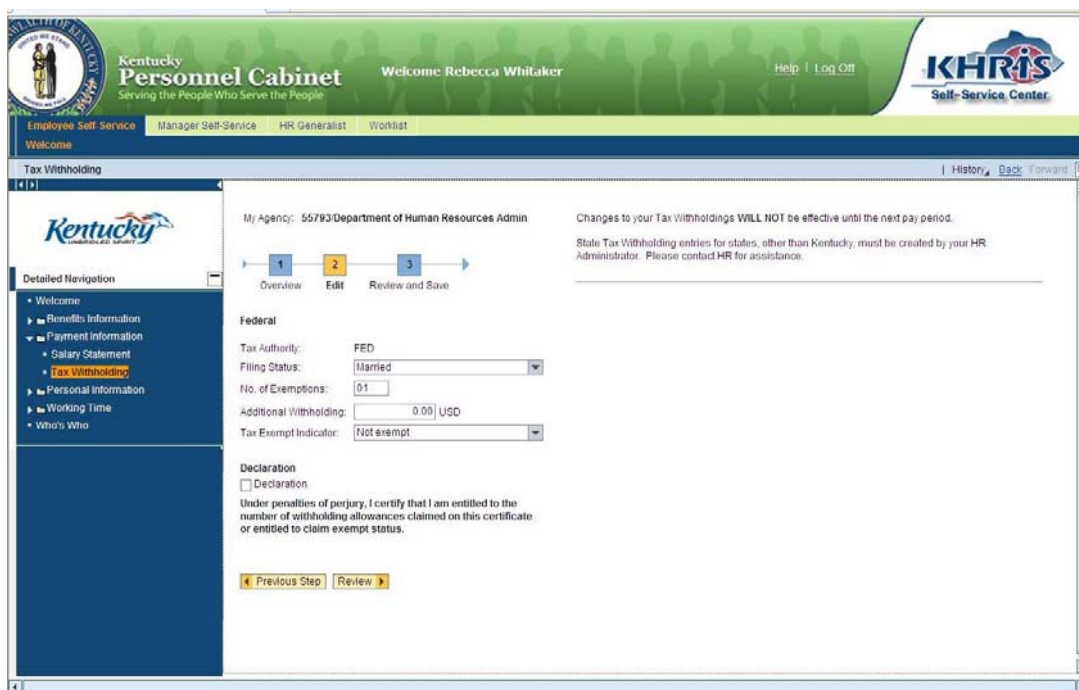
Kentucky

Filing Status: 02
No. of Exemptions: 01
[Edit] [Delete]

[Previous Step]

Changes to your Tax Withholdings WILL NOT be effective until the next pay period.

State Tax Withholding entries for states, other than Kentucky, must be created by your HR Administrator. Please contact HR for assistance.



Kentucky Personnel Cabinet Welcome Rebecca Whitaker

Employee Self-Service Manager Self-Service HR Generalist Worklist

Tax Withholding | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

Changes to your Tax Withholdings WILL NOT be effective until the next pay period.

State Tax Withholding entries for states, other than Kentucky, must be created by your HR Administrator. Please contact HR for assistance.

1 Overview 2 **Edit** 3 Review and Save

Federal

Tax Authority: FED

Filing Status: Married

No. of Exemptions: 01

Additional Withholding: 0.00 USD

Tax Exempt Indicator: Not exempt

Declaration

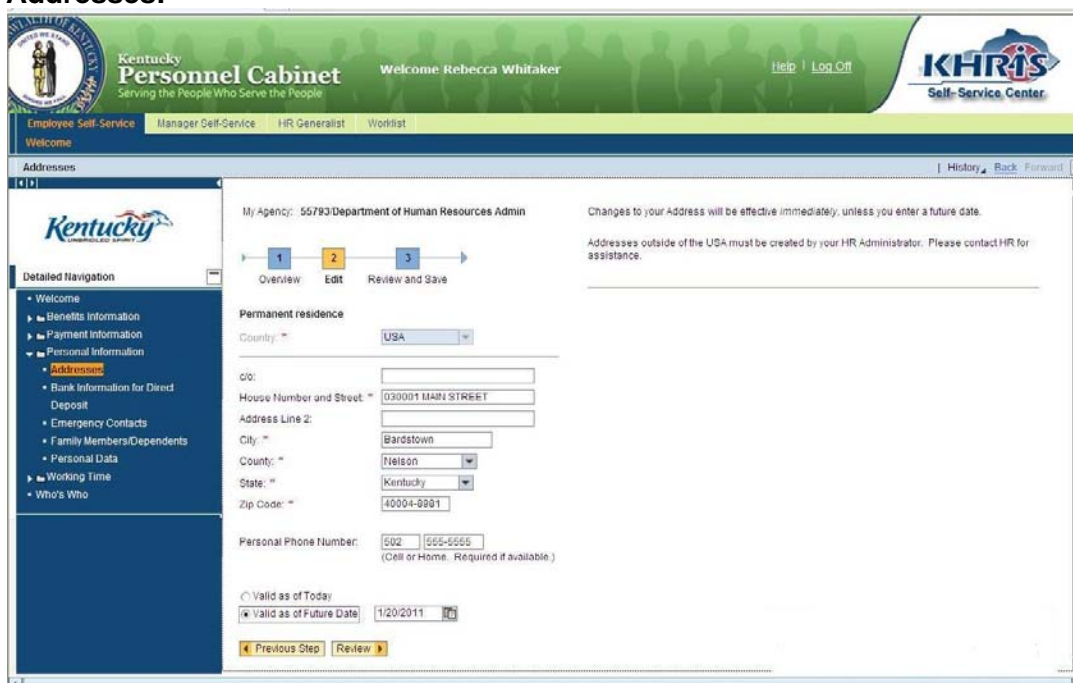
☐ Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Previous Step Review

This screen allows you to make changes to your filing status, number of exemptions, and enter additional withholdings for both federal and Kentucky state tax withholdings. Note: For state withholdings other than Kentucky, you must contact your human resources administrator.

Personnel Information- Addresses:



Kentucky Personnel Cabinet Welcome Rebecca Whitaker

Employee Self-Service Manager Self-Service HR Generalist Worklist

Addresses | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

Changes to your Address will be effective immediately, unless you enter a future date.

Addresses outside of the USA must be created by your HR Administrator. Please contact HR for assistance.

1 Overview 2 **Edit** 3 Review and Save

Permanent residence

Country: USA

City: Bardstown

State: Kentucky

Zip Code: 40004-9991

Personal Phone Number: 502 555-5555 (Cell or Home, Required if available)

☐ Valid as of Today ☒ Valid as of Future Date 1/20/2011

Previous Step Review

Here you can change your current address and even enter a future address for planned moves.

Bank Information for Direct Deposit:

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Employee Self-Service | Manager Self-Service | HR Generalist | Worklist

Help | Log Off

KHRIS Self-Service Center

Bank Information for Direct Deposit | History | Back | Forward

My Agency: 56793/Department of Human Resources Admin

Changes to your bank information WILL NOT be effective until the next pay period.

INFORMATION FOR MULTIPLE BANKS: If you choose to set-up more than one bank for direct deposit, payments will first be deposited to your "Other Bank(s)", in the order in which they were created, with the remaining amount being deposited to your "Main Bank", with the funds available.

For example: If you have a "Main Bank" and two "Other Banks" set-up ("Other Bank #1" = \$100.00 and "Other Bank #2" = \$300.00) your paycheck will first deposit \$100.00 to "Other Bank #1", then deposit \$300.00 to "Other Bank #2", and then deposit the remainder of your paycheck into your "Main Bank". If your paycheck total was \$350.00, "Other Bank #1" would get its full amount but "Other Bank #2" would only get \$250.00 while your "Main Bank" would get nothing. Please be mindful of this when you set-up "Other Banks" and enter the amount to be deposited to each.

Please contact your bank if you have any questions regarding their routing number or your account number. These numbers **MUST** be correct in order for your paycheck to be properly deposited. If you have any other questions regarding Direct Deposit set-up, please contact your HR Administrator.

Main bank

Routing Number: * 083000056
NATIONAL CITY BANK

NOTE: For Checking Account numbers, refer to one of your checks and the sample check below. For Savings Account numbers, refer to a Savings Account Statement or Deposit Slip.

Account Number: * 9411989434914

Re-enter Account Number: *

Account Type: * Checking

No Paper Pay Statement: ☐

NOTE: Your Pay/Salary Statement is available electronically under the Payment Information folder. To stop receiving a printed paycheck stub, please check this box.

Jonathan Doe
Jere Doe
123 Anyplace Road
Anytown, KY 12345

1001

DATE

SAMPLE

PAY TO THE ORDER OF \$

DOLLARS

COMMONWEALTH BANK

MEMO: 10000497 1234567890 100

1. Routing Number 2. Account Number 3. Check Number

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Employee Self-Service | Manager Self-Service | HR Generalist | Worklist

Help | Log Off

KHRIS Self-Service Center

Bank Information for Direct Deposit | History | Back | Forward

My Agency: 56793/Department of Human Resources Admin

Changes to your bank information WILL NOT be effective until the next pay period.

INFORMATION FOR MULTIPLE BANKS: If you choose to set-up more than one bank for direct deposit, payments will first be deposited to your "Other Bank(s)", in the order in which they were created, with the remaining amount being deposited to your "Main Bank", with the funds available.

For example: If you have a "Main Bank" and two "Other Banks" set-up ("Other Bank #1" = \$100.00 and "Other Bank #2" = \$300.00) your paycheck will first deposit \$100.00 to "Other Bank #1", then deposit \$300.00 to "Other Bank #2", and then deposit the remainder of your paycheck into your "Main Bank". If your paycheck total was \$350.00, "Other Bank #1" would get its full amount but "Other Bank #2" would only get \$250.00 while your "Main Bank" would get nothing. Please be mindful of this when you set-up "Other Banks" and enter the amount to be deposited to each.

Please contact your bank if you have any questions regarding their routing number or your account number. These numbers **MUST** be correct in order for your paycheck to be properly deposited. If you have any other questions regarding Direct Deposit set-up, please contact your HR Administrator.

Other bank

Routing Number: *

NOTE: For Checking Account numbers, refer to one of your checks and the sample check below. For Savings Account numbers, refer to a Savings Account Statement or Deposit Slip.

Account Number: *

Re-enter Account Number: *

Account Type: *

Deposit Amount: 0.00

Jonathan Doe
Jere Doe
123 Anyplace Road
Anytown, KY 12345

1001

DATE

SAMPLE

PAY TO THE ORDER OF \$

DOLLARS

COMMONWEALTH BANK

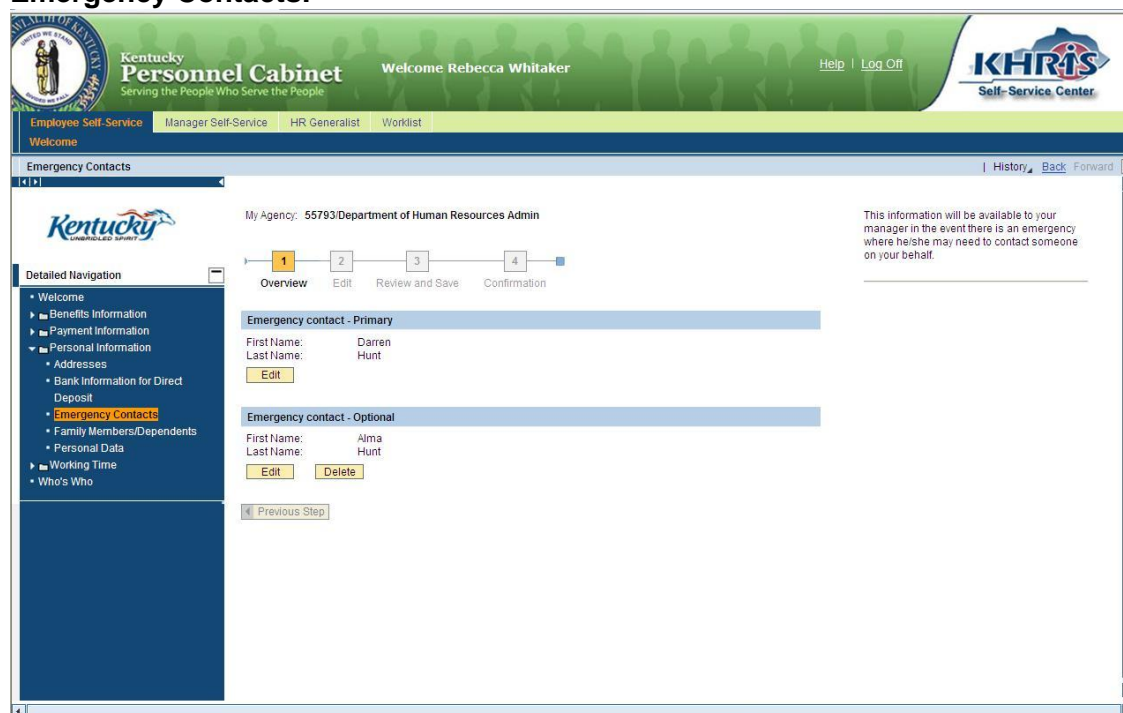
MEMO: 10000497 1234567890 100

1. Routing Number 2. Account Number 3. Check Number

Previous Step Review

Bank information for current direct deposit users will be converted to KHRIS and will be visible upon their initial log-on. Those who wish to enroll after go-live will come to this screen to do so. Here, employees will be able to set up additional accounts for direct deposit or discontinue receipt of paper check stubs, as explained above with the salary statement.

Emergency Contacts:



Kentucky Personnel Cabinet | Welcome Rebecca Whitaker | Help | Log Off | KHRIS Self-Service Center

Employee Self-Service | Manager Self-Service | HR Generalist | Worklist

Emergency Contacts | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

1 Overview | 2 Edit | 3 Review and Save | 4 Confirmation

Emergency contact - Primary

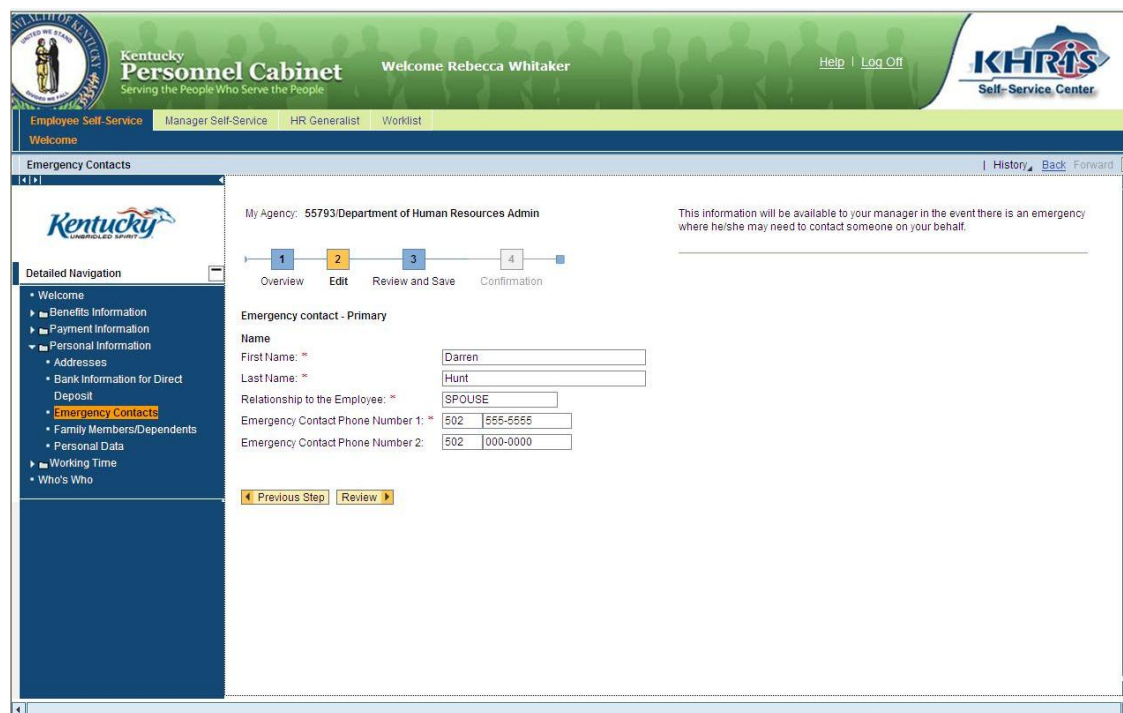
First Name: Darren
Last Name: Hunt
[Edit](#)

Emergency contact - Optional

First Name: Alma
Last Name: Hunt
[Edit](#) [Delete](#)

[Previous Step](#)

This information will be available to your manager in the event there is an emergency where he/she may need to contact someone on your behalf.



Kentucky Personnel Cabinet | Welcome Rebecca Whitaker | Help | Log Off | KHRIS Self-Service Center

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Emergency Contacts | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

1 Overview | 2 Edit | 3 Review and Save | 4 Confirmation

Emergency contact - Primary

Name

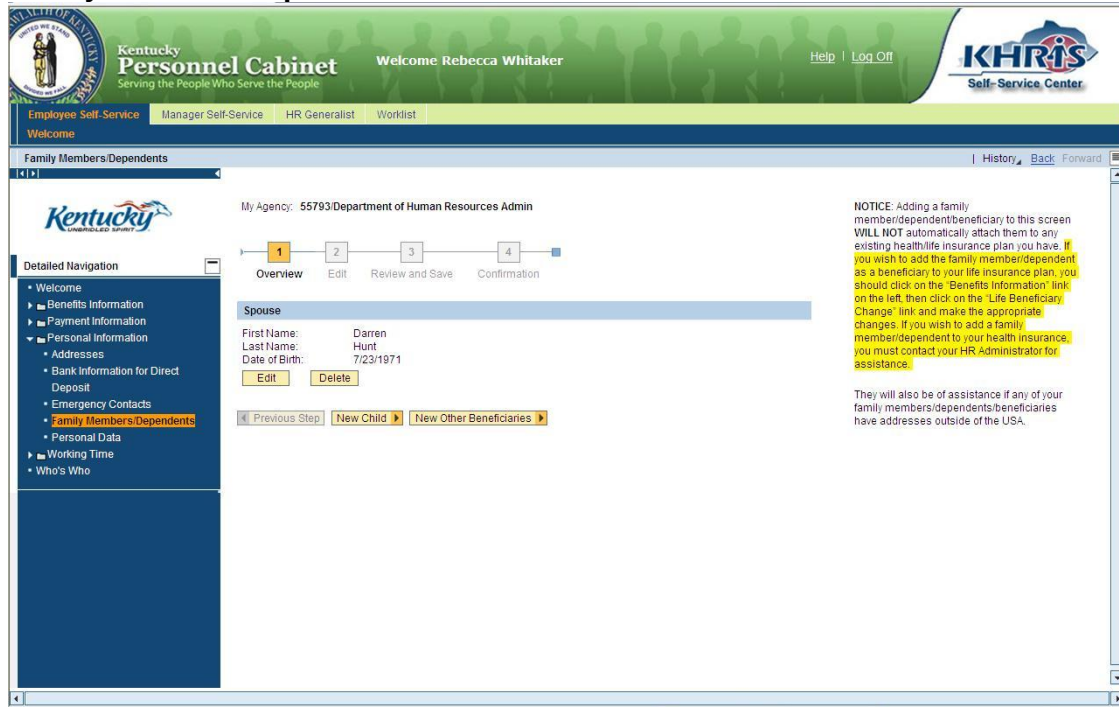
First Name: *
Last Name: *
Relationship to the Employee: *
Emergency Contact Phone Number 1: *
Emergency Contact Phone Number 2:

[Previous Step](#) [Review](#)

This information will be available to your manager in the event there is an emergency where he/she may need to contact someone on your behalf.

On this screen employees will be able to list up to two emergency contacts which will be visible to managers through MSS in case of an emergency.

Family Members/Dependents:



Kentucky Personnel Cabinet Welcome Rebecca Whitaker
Help | Log Off

Employee Self-Service Manager Self-Service HR Generalist Worklist

Family Members/Dependents | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Spouse

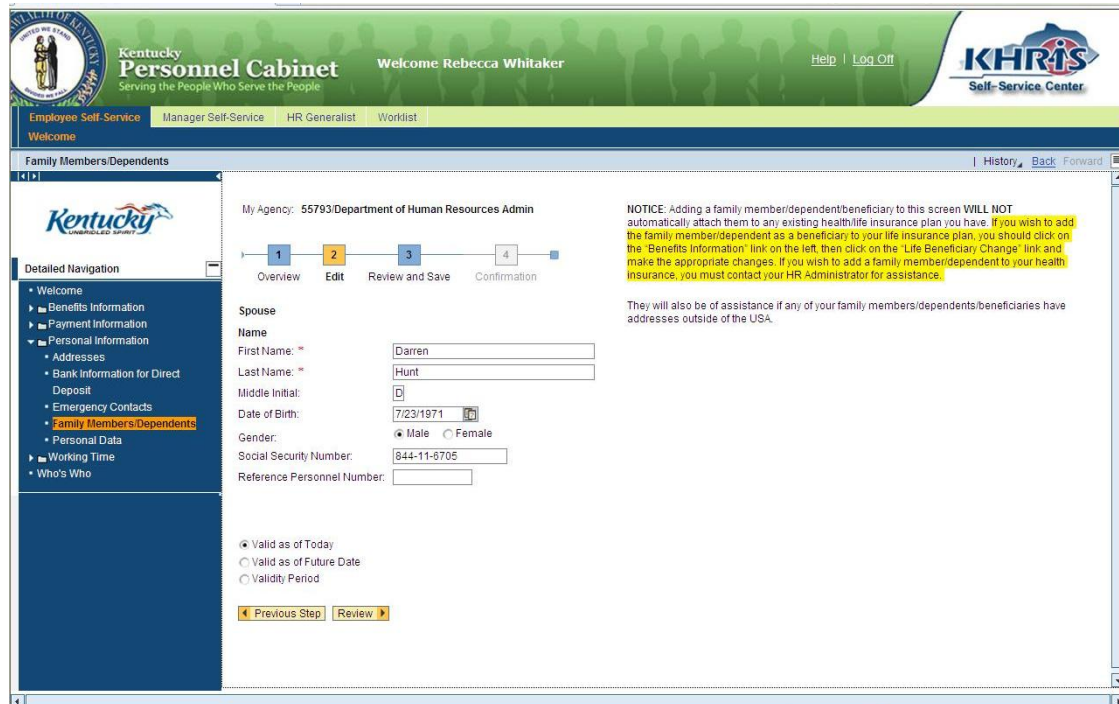
First Name: Darren
Last Name: Hunt
Date of Birth: 7/23/1971

Edit Delete

Previous Step New Child New Other Beneficiaries

NOTICE: Adding a family member/dependent/beneficiary to this screen **WILL NOT** automatically attach them to any existing health/life insurance plan you have. If you wish to add the family member/dependent as a beneficiary to your life insurance plan, you should click on the 'Benefits Information' link on the left, then click on the 'Life Beneficiary Change' link and make the appropriate changes. If you wish to add a family member/dependent to your health insurance, you must contact your HR Administrator for assistance.

They will also be of assistance if any of your family members/dependents/beneficiaries have addresses outside of the USA.



Kentucky Personnel Cabinet Welcome Rebecca Whitaker
Help | Log Off

Employee Self-Service Manager Self-Service HR Generalist Worklist

Family Members/Dependents | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Spouse

Name

First Name:
Last Name:
Middle Initial:

Date of Birth:

Gender: ☒ Male ☐ Female

Social Security Number:
Reference Personnel Number:

☒ Valid as of Today
☐ Valid as of Future Date
☐ Validity Period

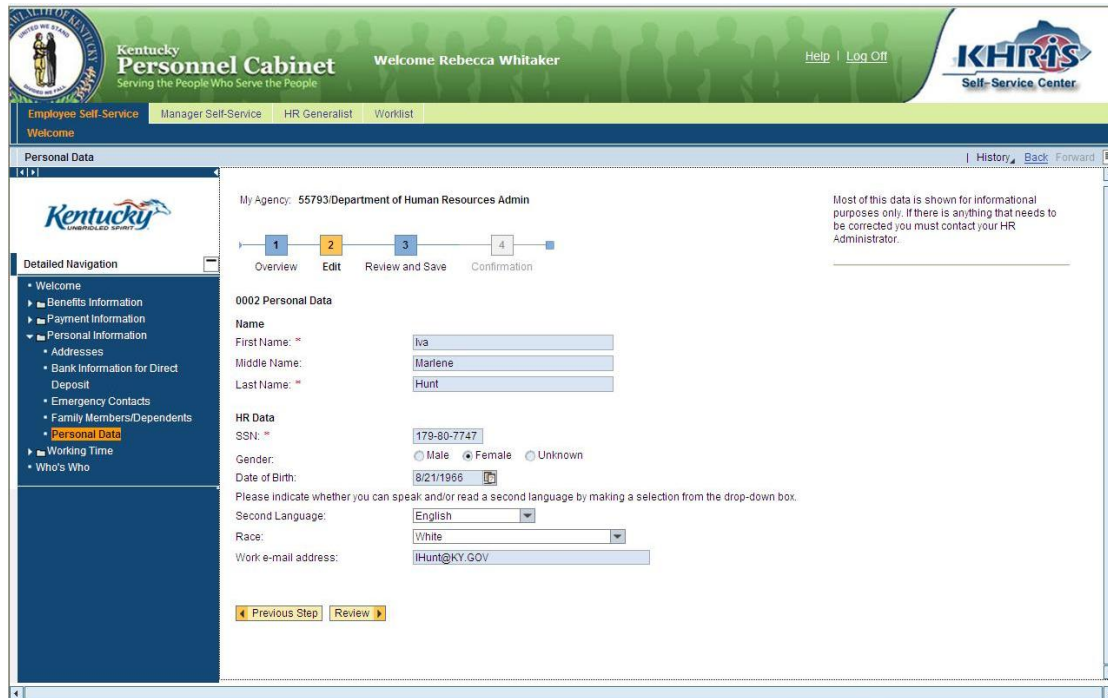
Previous Step Review

NOTICE: Adding a family member/dependent/beneficiary to this screen **WILL NOT** automatically attach them to any existing health/life insurance plan you have. If you wish to add the family member/dependent as a beneficiary to your life insurance plan, you should click on the 'Benefits Information' link on the left, then click on the 'Life Beneficiary Change' link and make the appropriate changes. If you wish to add a family member/dependent to your health insurance, you must contact your HR Administrator for assistance.

They will also be of assistance if any of your family members/dependents/beneficiaries have addresses outside of the USA.

Add family members/dependents and beneficiaries here as a *first step* in adding them to your health/life insurance policy. However, please know that this **WILL NOT** actually add them to an existing plan. If you wish to add the family member/dependent as a beneficiary to your life insurance plan, click on [Life Beneficiary Change] to do so. If you wish to add them to your health insurance, you must contact your human resource administrator for assistance.

Personal Data:



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Employee Self-Service Manager Self-Service HR Generalist Worklist

Personal Data | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

0002 Personal Data

Name

First Name:
 Middle Name:
 Last Name:

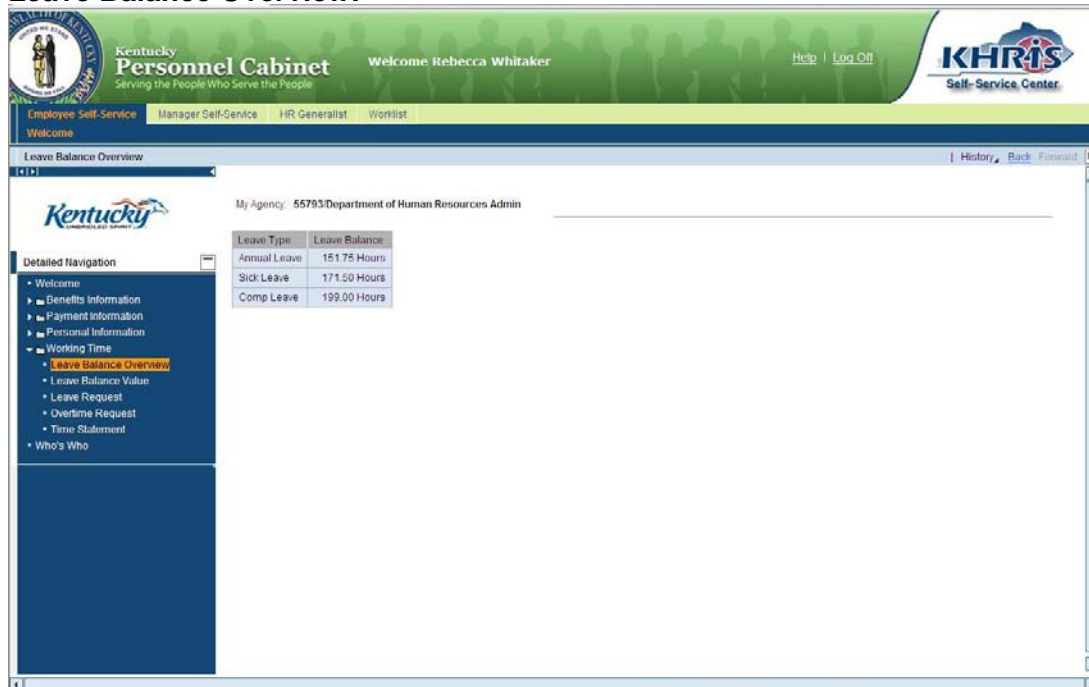
HR Data

SSN:
 Gender: ☐ Male ☒ Female ☐ Unknown
 Date of Birth:
 Please indicate whether you can speak and/or read a second language by making a selection from the drop-down box.
 Second Language:
 Race:
 Work e-mail address:

Previous Step Review

Most of the data on this screen is view only except for Second Language and Race. Any corrections to the 'view-only' data will have to be done through a human resource administrator.

Working Time- Leave Balance Overview:



Kentucky Personnel Cabinet Welcome Rebecca Whitaker
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Employee Self-Service Manager Self-Service HR Generalist Worklist

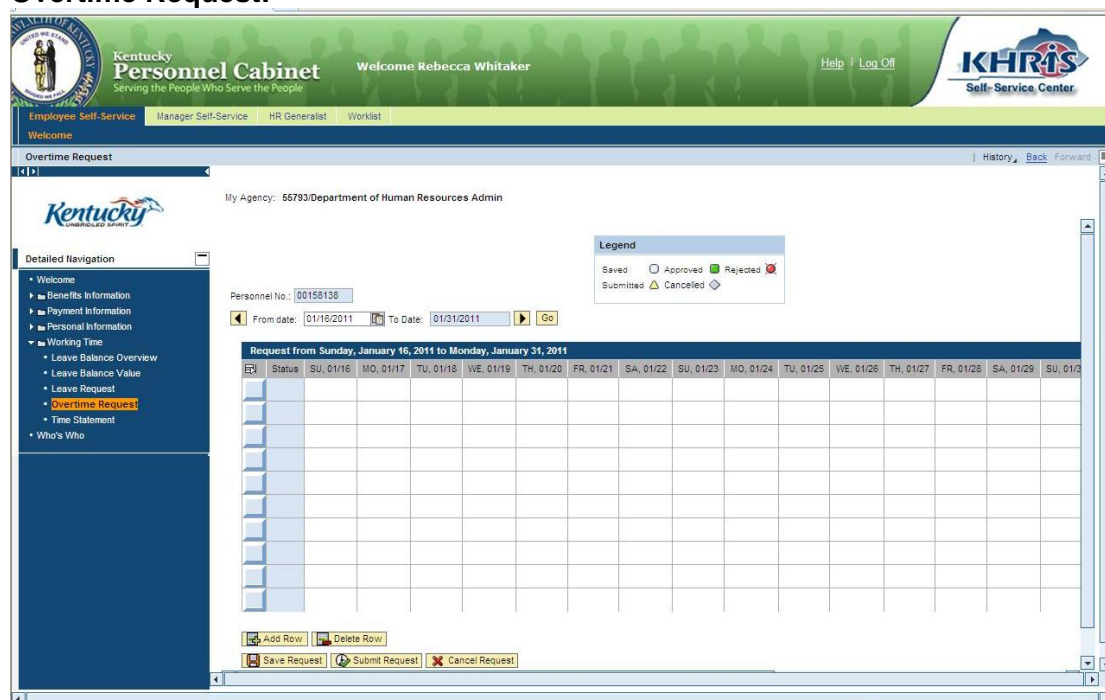
Leave Balance Overview | History | Back | Forward

My Agency: 55793/Department of Human Resources Admin

Leave Type	Leave Balance
Annual Leave	151.75 Hours
Sick Leave	171.50 Hours
Comp Leave	199.00 Hours

This screen shows the employee's balances for annual, sick, and compensatory leave.

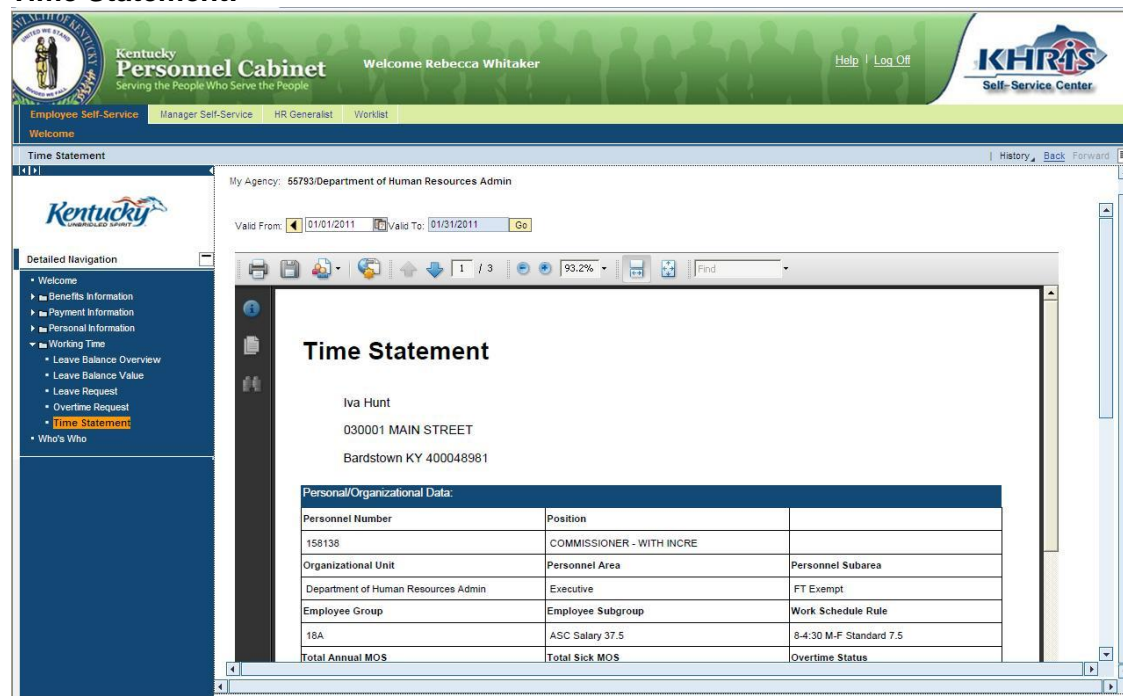
Overtime Request:



The screenshot shows the 'Overtime Request' form within the Kentucky Personnel Cabinet. The user is Rebecca Whitaker, and her agency is 55793/Department of Human Resources Admin. The form includes a 'Detailed Navigation' sidebar with options like 'Welcome', 'Benefits Information', 'Payment Information', 'Personal Information', 'Working Time', 'Leave Balance Overview', 'Leave Balance Value', 'Leave Request', 'Overtime Request' (highlighted), 'Time Statement', and 'Who's Who'. The main area displays a calendar grid for the period from Sunday, January 16, 2011, to Monday, January 31, 2011. A legend indicates the status of requests: Saved (blue square), Approved (green square), Rejected (red square), Submitted (yellow triangle), and Canceled (grey diamond). At the bottom, there are buttons for 'Add Row', 'Delete Row', 'Save Request', 'Submit Request', and 'Cancel Request'.

This form is used to request overtime and is routed the same as above.

Time Statement:

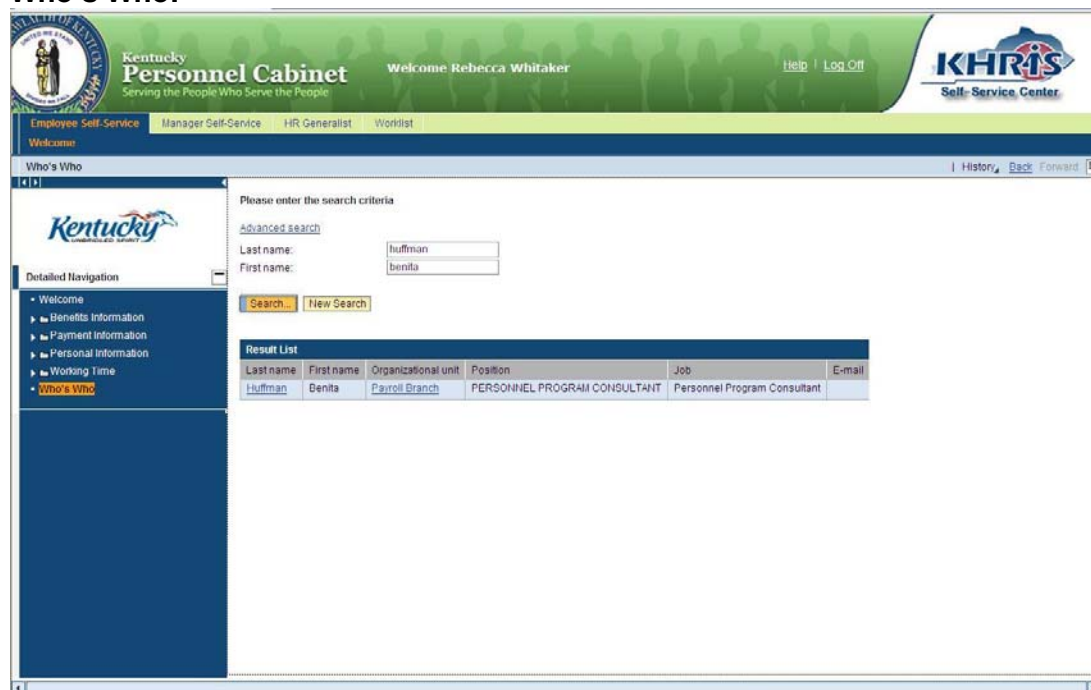


The screenshot shows the 'Time Statement' form within the Kentucky Personnel Cabinet. The user is Rebecca Whitaker, and her agency is 55793/Department of Human Resources Admin. The form includes a 'Detailed Navigation' sidebar with options like 'Welcome', 'Benefits Information', 'Payment Information', 'Personal Information', 'Working Time', 'Leave Balance Overview', 'Leave Balance Value', 'Leave Request', 'Overtime Request', 'Time Statement' (highlighted), and 'Who's Who'. The main area displays a 'Time Statement' for Iva Hunt, 030001 MAIN STREET, Bardstown KY 400048981. Below the header, there is a table titled 'Personal/Organizational Data' with the following information:

Personal/Organizational Data:		
Personnel Number	Position	
158138	COMMISSIONER - WITH INCRE	
Organizational Unit	Personnel Area	Personnel Subarea
Department of Human Resources Admin	Executive	FT Exempt
Employee Group	Employee Subgroup	Work Schedule Rule
18A	ASC Salary 37.5	8-4:30 M-F Standard 7.5
Total Annual MOS	Total Sick MOS	Overtime Status

This statement will show all time worked, leave accruals/usages/balance, and any adverse weather leave. Like the salary statement, you will be able to save, print and refer back to old statements.

Who's Who:



Kentucky Personnel Cabinet
Serving the People Who Serve the People

Welcome Rebecca Whitaker

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Employee Self-Service | Manager Self-Service | HR Generalist | Worklist

Who's Who

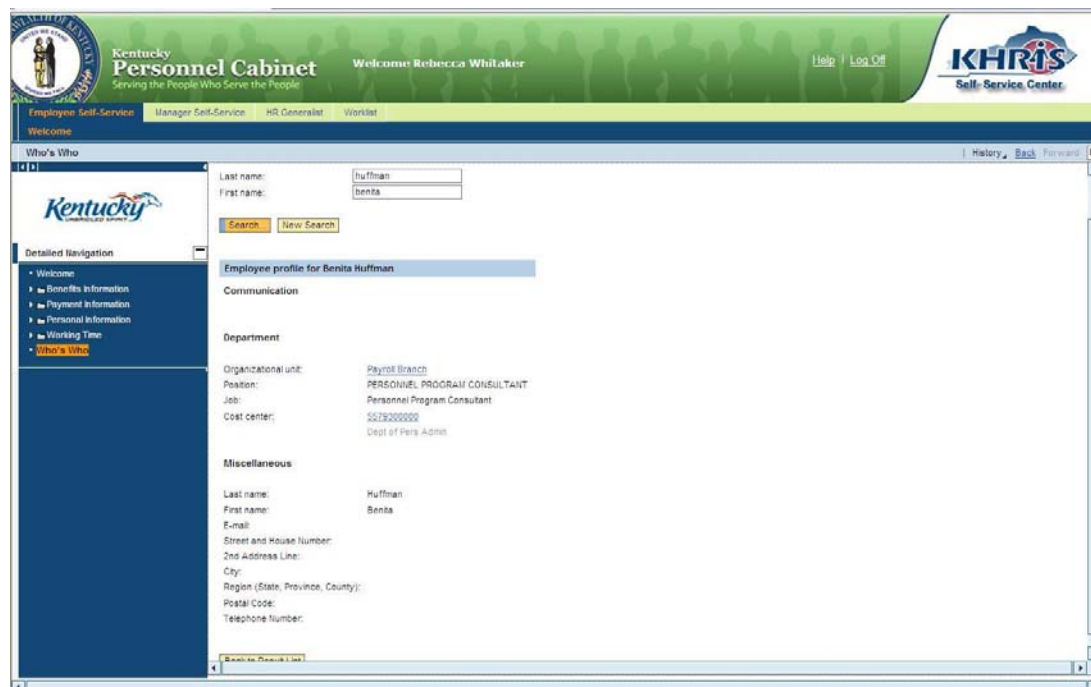
Please enter the search criteria

Advanced search

Last name:

First name:

Last name	First name	Organizational unit	Position	Job	E-mail
Huffman	Benita	Payroll Branch	PERSONNEL PROGRAM CONSULTANT	Personnel Program Consultant	



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Who's Who

Last name:

First name:

Employee profile for Benita Huffman

Communication

Department

Organizational unit:

Position:

Job:

Cost center:

Dept of Pers Admin

Miscellaneous

Last name:

First name:

E-mail:

Street and House Number:

2nd Address Line:

City:

Region (State, Province, County):

Postal Code:

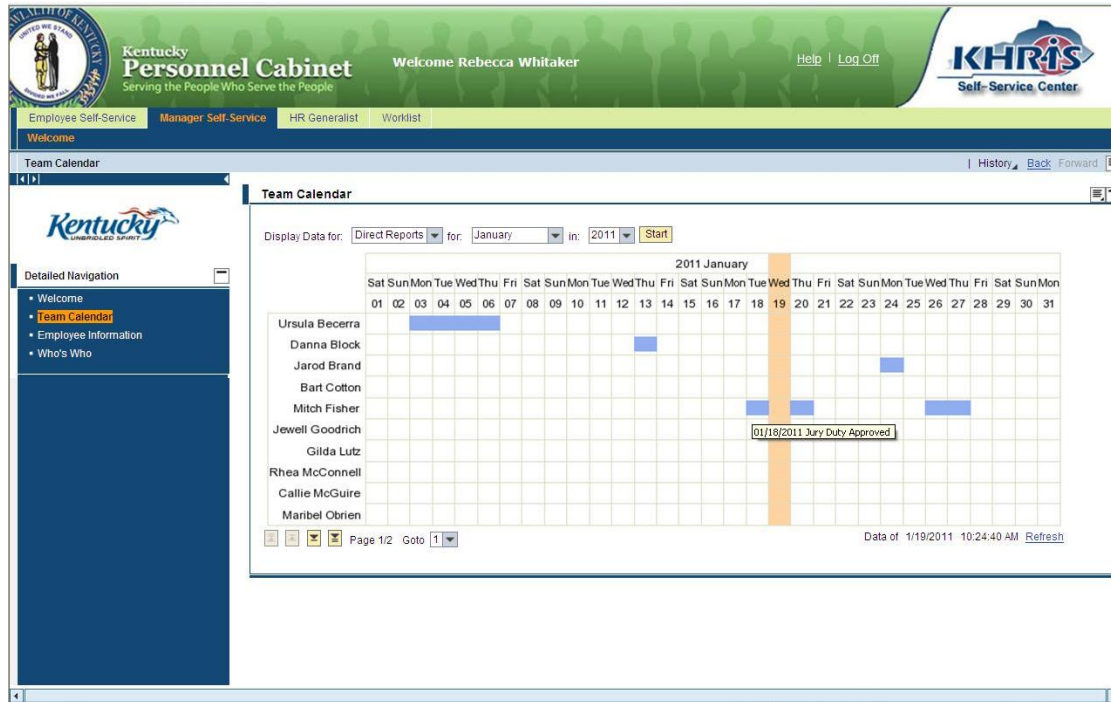
Telephone Number:

This tool is similar to Global but will show all employees currently in KHRIS. An employee search will return their name, a link to their email, their agency and job title as well as their work address and phone number. You can also do an advanced search to search by agency or job title.

Manager Self-Service:

The initial welcome screen is a replica of the management screen on the Personnel Cabinet's website. It offers a list of useful management resources. The three available MSS functions are listed on the left side of the screen.

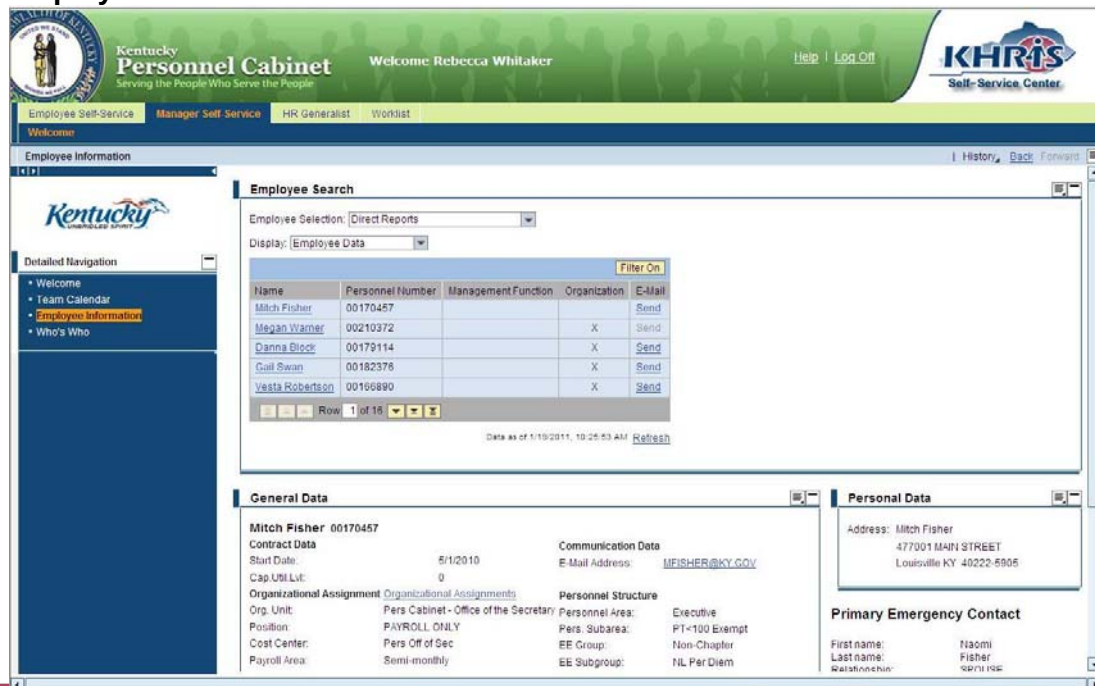
Team Calendar:




The screenshot shows the 'Team Calendar' page. At the top, it says 'Welcome Rebecca Whitaker'. The left sidebar has a 'Detailed Navigation' menu with links: Welcome, Team Calendar (highlighted), Employee Information, and Who's Who. The main content area is titled 'Team Calendar' and shows a calendar for January 2011. The calendar displays leave requests for several employees: Ursula Becerra, Danna Block, Jarod Brand, Bart Cotton, Mitch Fisher, Jewell Goodrich, Gilda Lutz, Rhea McConnell, Callie McGuire, and Maribel Obrien. A tooltip for January 18, 2011, indicates '01/18/2011 Jury Duty Approved' for Mitch Fisher. The bottom of the calendar shows 'Page 1/2', 'Goto 1', and 'Data of 1/19/2011 10:24:40 AM Refresh'.

This calendar allows you to view either your direct report employees or your organization, down to three levels. For instance, the commissioner of a department can view their divisions and branches. This will be a useful tool when reviewing leave requests. Approved leave will show on the calendar in color. Move the cursor over a date to show who has been approved for leave.

Employee Information:



The screenshot shows the 'Employee Information' page. The left sidebar is the same as the previous screenshot. The main content area is titled 'Employee Search' and shows a table of employees. The table has columns: Name, Personnel Number, Management Function, Organization, and E-Mail. The table lists several employees, including Mitch Fisher, Megan Warner, Danna Block, Gail Swan, and Vesta Robertson. Below the table, it says 'Row 1 of 15' and 'Data as of 1/19/2011, 10:25:53 AM Refresh'. Below the table, there are two tabs: 'General Data' and 'Personal Data'. The 'General Data' tab is selected and shows information for Mitch Fisher (00170457), including Contract Data, Communication Data, Organizational Assignment, and Personnel Structure. The 'Personal Data' tab shows Address and Primary Emergency Contact information.



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Welcome Rebecca Whitaker

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Welcome

Employee Information

History Back Forward

Row 1 of 16

Date as of 1/19/2011, 10:25:03 AM Refresh

Detailed Navigation

- Welcome
- Team Calendar
- Employee Information
- Who's Who

General Data

Mitch Fisher 00170457

Contract Data

Start Date: 5/12/2010

Cap UBI Lvl: 0

Organizational Assignment [Organizational Assignments](#)

Org. Unit: Pers Cabinet - Office of the Secretary

Position: PAYROLL ONLY

Cost Center: Pers Off of Sec

Payroll Area: Semi-monthly

Communication Data

E Mail Address: MFISHER@KY.GOV

Personnel Structure

Personnel Area: Executive

Pers. Subarea: PT-100 Exempt

EE Group: Non-Chapter

EE Subgroup: Nil, Per Diem

Absence Days

Define Filter

Filter inactive

January 2011												February 2011											
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa										
1	2	3	4	5	6	7	8	9	10	11	12	13	14										
15	16	17	18	19	20	21	22	23	24	25	26	27	28										
29	30	31	1	2	3	4	5	6	7	8	9	10	11										
12	13	14	15	16	17	18	19	20	21	22	23	24	25										
26	27	28	29	30	31	1	2	3	4	5	6	7	8										

Personal Data

Address: Mitch Fisher

477091 MAIN STREET

Louisville KY 40222-5905

Primary Emergency Contact

First name: Naomi

Last name: Fisher

Relationship: SPOUSE

Contact Telno 1: (502) 203-0114

Contact Telno 2: (000) -

Secondary Emergency Contact

First name: Gretchen

Last name: Fisher

Relationship: MOTHER

Contact Telno 1: (201) 102-4110

Contact Telno 2: (000) -

Who's Who: Identical to the who's who page in ESS.

Worklist:

[illegible]

ESS Changes Report:

System Help SAP

Employee Data Verification Report

Personal Data (0) Address (2) Bank Details (0) Family Members/Dependent (26) W-4 Tax Withholding (3) Additional Personal Data (0) Communications (4)

Seq #	Personnel #	Last Name	First Name	Location	Type of Change	Effective Date	Changed By	Date Changed	Time Changed	Tax Authority	Prev Tax Authority	Filing Status	Prev Filing Status	Number
001	00161401	Marin	Earlene	58676	W-4 Tax Withholding Deleted	05/16/2010	JVP0065	01/13/2011	12:16:03		FED	00	01	
002	00161401	Marin	Earlene	58676	W-4 Tax Withholding Added	05/16/2010	JVP0065	01/13/2011	12:16:03	FED		01	00	
003	00161401	Marin	Earlene	58676	W-4 Tax Withholding Added	01/13/2011	JVP0065	01/13/2011	12:16:03	FED		01	00	

Utilize this report to monitor changes made through ESS.